

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

30 January 1963

MEMORANDUM FOR: Chief, Records Management Staff
THROUGH : Chief, Administrative Staff, OCR
SUBJECT : File Equipment Purchase
REFERENCE : HR 7-1

1. The request for purchase of a Diebold Super Elevator File (#10709-1315) is justified on the following basis:

a) Description of work to be performed

Document Division maintains the official Agency record of receipt and dissemination for about 1,200 documents per day on tab cards punched with the control number of each document. These cards are referred to frequently for information necessary in the processing of corrections and addenda, and in addition they serve as the key to locating documents in subsequent processes steps.

b) Availability of central facilities or pool facilities

Not applicable

c) Statement regarding efficiency, quality or economies to be gained

Due to the frequency of reference to this file it is anticipated that the convenience realized by installation of this automatic equipment would result in a gain in both quality and efficiency. There is one clerk primarily concerned with the use of this file full time in processing corrections and locating urgently needed documents in the Processing System. It is estimated that the daily use of the file by other persons, clerical, professional and managerial is equivalent to an additional half man day. The necessity

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for marking 1,200 set cards each day results in the use of a main file, a quarterly supplement, and a bi-weekly supplement for maximum convenience in machine filing. This in turn means that a search for a given item often requires looking in more than one section of the file. As the reference activity falls off rapidly after 4-5 months the equipment specified is intended to cover an equivalent portion of the file. Most of the main file will remain in the present manual file drawers.

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Chief, Document Division
Central Reference

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